

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

**10/21/2022**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Business Analyst – <b>2 Positions</b>  <b>Position#:</b>  Z-00011309 Z-00011310  <b>FTE:</b> 2.0  <b>Level:</b> 48  <b>Department:</b> Educational Support Services	<ol style="list-style-type: none"> <li><b>Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>Act as a liaison between the functional needs of the systems and translating into technical solutions.</li> <li>Work with appropriate college and district managers and staff to analyze current processes and develop solutions to meet academic, business and federal/state requirements.</li> <li>Plan business processes and organize and coordinate district and campus resources.</li> <li>Develop operational requirements and write detailed specifications for projects.</li> <li>Work closely with the Colleges and Information Technology to streamline, improve efficiencies, and provide support and coordination on implementation of initiatives that have a districtwide impact.</li> <li>Focus on project implementation requirements and collaborative solutions.</li> </ul> </li> <li><b>Current status of position:</b> <ul style="list-style-type: none"> <li>Both positions are new positions created and Board approved. The Business Analyst positions report to the Associate Vice Chancellor of Educational Support Services, and are responsible for planning, managing, and implementing a wide-variety of projects which are complex and have significant districtwide impact.</li> <li>One position will be funded by defunding position SU-00075, and the other position will be funded with Technology Support restricted funds.</li> </ul> </li> <li><b>Strategic Staffing Rationale:</b> Please address at least one of the following items:             <ul style="list-style-type: none"> <li>Critical threshold of support services</li> </ul> </li> <li><b>Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>Is position included in the current budget? <b>Yes</b></li> <li>Funding Source? <b>Unrestricted General Fund</b></li> <li>Smartkey and Salary Object: <b>1111301-2110</b></li> <li>Annual Salary at Step B: <b>\$79,824</b></li> </ul> </li> </ol>